

# MEAP

## *Coordinator Update*

### **An Opportunity for You to Participate in the Standard Setting Process**

One important aspect of finalizing the assessment scoring process for the Michigan Educational Assessment Program (MEAP) is to establish the performance standards on each assessment for each subject and grade assessed. The standard setting committees identify the minimum scores necessary to achieve performance levels of Exceeded Michigan Standards, Met Michigan Standards, and Performed at the Basic Level on Michigan Standards. To accomplish this important review, the MEAP Office would like to engage 200 Michigan educators and other community members with practical knowledge about education in Michigan.

The MEAP Office is seeking committee applicants with the following qualifications:

- Experienced teacher currently teaching (grades 2-9); **or**
- Current school/district assessment coordinator; **or**
- Current school/district curriculum coordinator; **or**
- Parent of elementary or middle school student(s) with practical knowledge of Michigan education; **or**
- Community member actively involved in the practical aspects of education; **or**
- Teacher, parent, or community member familiar with the unique needs of English Language Learners or Students with Disabilities.

*Committee members must have no previous experience on MEAP Content Advisory, Bias/Sensitivity, Range Finding or any other MEAP committees.*

There will be ten committees in all: two grade-span committees (elementary and middle school) for each of the five content areas (ELA Reading, ELA Writing, Mathematics, Science and Social Studies). Application forms can be found by going to the MEAP web page at <http://www.michigan.gov/MEAP> and looking under "What's New?"

### **End of Fall 2005 Test Cycles**

The end of the Fall 2005, Grades 3-9 assessment window was Friday, November 4, 2005. All testing materials are due to be shipped back to the Scoring Contractor by Friday, November 11, 2005.

The Fall 2005 High School assessment window ends Friday, November 11, 2005. All testing materials are due to be shipped back to the Scoring Contractor by Friday, November 18, 2005.

### **MEAP Office closed for State Holiday, Friday, November 11**

Friday, November 11 is a State Holiday, Veteran's Day, and all State Offices, including the MEAP Office, will be closed. If you have any questions about returning assessment materials, please contact MEAP Scoring Services at 1-800-204-4109.

## Fall 2005 Tested Rosters

The Tested Roster for the Fall 2005 Grades 3 - 8 MEAP and high school assessments will soon be available on the OEAA secure website. Each district MEAP coordinator and superintendent will be notified via email when their district's roster is available for review. Our goal is to provide each district approximately two weeks to respond with corrections or updates.

Checking the Tested Roster is a very important part of the process to ensure that your reports and AYP data are correct. The Tested Roster consists of students for whom answer folders have been received and scanned by the scoring contractor. It includes all demographic information for each student, collected from the answer folders, new student registration forms and OEAA secure website. This will be your final opportunity to update demographic data, report missing assessments, or students missing from the Tested Roster for the fall 2005 test cycle.

Instructions for using the Tested Roster are located on the login page of the MEAP secure website by clicking on the pink *"Enhancement How-To Help Documents"* link. You are urged print out these instructions as they describe the review process and how to report any discrepancies to the MEAP Office.

## Moving 9<sup>th</sup> Grade Student Data in Preparation for Tested Roster

On Sunday, November 13, in preparation for tested roster and reporting, the OEAA office will move all of your 9th grade student data from the Fall 2005 Grades 3 - 9 assessment cycle and place it into the Fall 2005 High School assessment cycle on the OEAA secure website. No action on your part will be required.

All 9th grade students will remain assigned to their current building. However, when retrieving their data or printing bar code labels, you will locate them in the Fall 2005 High School test cycle.

## MEAP Test Centers

MEAP Test Centers are established for nonpublic school students, whose own schools do not offer the MEAP tests, providing an opportunity for them to earn a Michigan Merit Award (up to \$3000 for college expenses). MEAP Test Centers for **juniors and seniors** will be held in Spring 2006. Registration information is now available at [www.michigan.gov/meap](http://www.michigan.gov/meap), then click on "MEAP Test Centers" near the bottom of that page. The postmark deadline will be February 4, 2006.

## MEAP Contact Information:

### MEAP Office:

Phone: 1-877-560-8378

Local Phone: 517-373-8393

Fax: 517-335-1186

Website: [www.michigan.gov/meap](http://www.michigan.gov/meap)

Email: [meap@michigan.gov](mailto:meap@michigan.gov)

### MEAP Scoring Services

Phone: 800-204-4109

Fax: 319-358-4293

Email: [meap@pearson.com](mailto:meap@pearson.com)